

LANCASTER COUNTY
PLANT OPERATIONS MANAGER

NATURE OF WORK

This is responsible administrative and technical work supervising the operation, maintenance, repair, and alteration of County owned and leased buildings and equipment. Administers and directs programs to maintain buildings, grounds, and equipment. Procures or generates all utilities and their distribution systems. Coordinates these activities with other departments to insure safe and efficient operation.

Work involves the responsibility for planning, organizing, supervising, and reviewing the work of stationary engineers operating and maintaining a combination low and high pressure boiler system; maintenance repair workers performing a variety of skilled construction, maintenance and repair functions, ground upkeep, and equipment repair; and housekeeping and laundry operations. Work includes estimating material costs and preparing specifications for remodeling and repair projects; inspecting construction and repair work in progress for quality of workmanship and compliance with specifications; and receiving and investigating routine and emergency requests for plumbing, asbestos, electrical, carpentry, painting, and heating and cooling work. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences, and results achieved. Supervision is exercised over supervisory, trades, custodial, and support staff members. Supervision is hereby defined as effectively recommending discipline, performing necessary training, establishing work priorities, and conducting performance evaluations.

EXAMPLES OF WORK PERFORMED

Plan, direct and supervise the work of skilled maintenance workers and insure construction and repair projects are properly completed.

Instruct workers in the proper and safe methods of operating tools used in performing required construction, maintenance, and repair work.

Requisition supplies and keep records of usage; investigate cost of new and replacement equipment and recommend purchase.

Draw, plan and write specifications for building repair and minor building alteration work.

Prepare budget estimates and monitor expenditures of allotted funds.

Assume responsibility for preparation of line drawings, bid documents, contract specifications, and project manuals for removal of asbestos containing materials from governmental buildings due for demolition.

Coordinate asbestos removal and abatement projects for all governmental buildings; respond to inquiries from building supervisors regarding asbestos projects.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of building maintenance and repair methods.

Thorough knowledge of work standards and practices in various building trades such as mechanical, electrical, plumbing, painting, carpentry, and plastering.

Knowledge of procedures and practices involving hazardous building materials and waste removal.

Ability to plan, direct, and evaluate the work of a variety of skilled trade workers.

Ability to prepare and interpret building plans and specifications for building construction and repair work.

Ability to establish and maintain effective working relationships with employees, public officials, and the general public.

Ability to inspect and evaluate work performed by skilled trade workers.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent plus thorough experience in building construction and maintenance work including experience supervising building trade workers. Experience in asbestos sampling and abatement is desirable for positions requiring such work.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent plus considerable experience in building construction and maintenance work including some supervisory experience or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Employees in this class working at Lancaster Manor must meet such physical and health requirements necessary for employment in a licensed intermediate and skilled care facility as required by the State of Nebraska.

Possession of such certifications required by law as necessary for the satisfactory performance of assigned duties.

Depending on assigned duties, an employee in this classification may be required to:

- ! Pass a complete physical examination prior to beginning work and annually thereafter.
- ! Be examined by a licensed physician to determine physical ability to work while wearing a respirator and must be re-examined on an annual basis, as per Title 178, Chapter 21 of Nebraska Asbestos Control Act.

- ! Obtain State and Federal certifications in asbestos handling and supervision upon employment, and annually pass recertification tests, as per Title 178, Chapter 21 of Nebraska Asbestos Control Act and Environmental Protection Agency regulations.

SPECIAL NOTICE

Smokers who are exposed to asbestos occupationally have a greatly increased risk of contracting lung cancer as compared to smokers who are not exposed to asbestos occupationally and non-smokers who are exposed to asbestos occupationally. This is according to OSHA (29 CFR, parts 1910 and 1926) and EPA (40 CFR, part 763) research.

Approved By: _____
Personnel Director

Revised 7/96

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